### Approved For Release 2002/06/17: CIA-RDP78-06363A000300020024-4

4 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Support School Weekly Report

#### A. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers (Contract Overrun)

The Preproposal Conference was held on 2 June. The Agency was represented by officers from OTR, OL, and DDS&T. Contractor

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personnel represented

At the end of the two-hour session, during which the Tentative Course Outline was discussed and amplified fully, it was agreed that the date for contractors to submit proposals to the Agency will be 30 June. A panel composed of senior representatives of OTR, Logistics, and DDS&T will then evaluate the proposals and make a recommendation to the Director of Training for an award of contract no later than 15 July.

Assuming that the first course would be given during the latter part of October, the following approximate timetable was established:

30 June Contractors submit proposals
1 - 12 July Evaluation of proposals
15 July Award of contract
1 September Contractor submits course material
for final review

Contractor delivers course material

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Contractors were informed that major considerations in evaluating their proposals would be:

a. Background, experience, and demonstrated capability of instructors to be assigned to the course.

b. Clearly identifiable recognition of the fact that the course is for Project Officers and that instruction and material are to be based on "real world" situations and practices.

c. Cost.

## 2. Automated Communications Terminal (ACT-1)

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On 2 June

met with representatives from the Office of Communications
and the Cable Secretariat to discuss further the implications to OTR of
the upcoming activation of the Automated Communications Terminal
(ACT-1).

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It appears at this time that it will not be necessary for OTR to design and conduct a training course to prepare a large number of personnel for the new system. We will have to study the matter further, however, before a definite determination can be made. If it turns out that such a course is indicated, all agreed that it should be no longer than two or three hours in duration.

We are planning to test our hypothesis on an experimental basis, using the new cable format and the new Selectric Model 715 typewriter with the IBM Communication #108 font ball as soon as the equipment can be obtained on loan. If it can be demonstrated that available IBM booklets and the instructions which the Cable Secretariat is preparing will be sufficient, considerable savings will be realized by obviating a costly, albeit short, training course.

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25X1A9a	3. Effective Briefing Course
25/1/154	
	will conclude the current running of his Effective Briefing course on 11 June with fifteen students (Mr. 25X1A9a
25X1A9a	withdrew after the sixth running because of an extremely
	heavy schedule). has tentatively indicated a willing - 25X1A9a
	ness to conduct another course starting on 13 September 1971 and
	continuing thereafter on Monday mornings. He and wilf5X1A9a
	meet during the week of 21 June, and at that time definite arrangements
	for the next course will be discussed.
	4. Testing Information for Recruiters
	As a result of discussion at the recruiters' conference held
	at Headquarters on 26 May, a request for additional information on the
	Agency's shorthand and typing standards has been received from one of
	the recruiters. Accordingly, a packet containing shorthand and typing tests, error guides, and typing drills is being compiled. The packet
	will be available for any other recruiters who request it.
	5. Instructions by Closed-Circuit TV
0EV4	
25X1.	On 2 June 1971, visted The Berkeley School in
	East Orange, New Jersey, to discuss the teaching of beginning shorthand
	and typewriting with the aid of closed-circuit television. While there,
	she had an opportunity to view in the classroom the use of professionally
	prepared TV tapes.
	The instructors at The Berkeley School recommended a visit
	to Michigan State University to talk with Dr. Robert Poland and Mr. John
	Kraer, who prepared the tapes. Inasmuch as Mrs is scheduled to 25X1A9a
	attend the Gregg conferences at that institution the week of 21 June, she
	will try to see these men at that time.

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	25X1A9	Mrs. is preparing a written report on her conversations and on her reactions to the use of TV as a training medium for the beginning typing and shorthand classes which are under discussion at present.	
5X1A9a		6. Office of Finance Conference  Mris attending the Office of Finance Caree  Conference at from 2-4 June, inclusive.	r 25X1A6I
	_	B. MANAGEMENT TRAINING  1. Visit to	25X1A5a1
25X1A9a			
25X <sup>2</sup>	1A5a1	a. has no training "packages" for sale; rather, they tailor the training to customer needs;	
25X1A5	ōa1	b focuses exclusively on behavioral science with litt interest in those subjects generally classed as management-science, similar to the substance of the Advanced Management (Planning) course.	
		c. Three training methods are employed: team exercises role-playing and lecture/discussions with films as appropriate aids;	i <b>,</b>

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25X1A5	d. notebooks are prepared for specific customer
25X1A5a1 25X1A5a1	programs (on examination the books proved to be fattered considerable
25X1A9a	Mr. also requested that the Director of Training consider
25X1A5a1	

## 2. Management Course

Thirty-eight persons (three of whom are women) are enrolled in Management Course scheduled for 7 - 11 June 1971. The following statistics provide further information on the student body:

GRADE	DDP	DDS	DDI	DDS&T	TOTAL
GS-09		2		1	3
GS-10			1		1
GS-11		8	7		15
GS-12		6	9		15
GS-13		1	2		3
GS-15			1		1
				····	
		17	20	1	38

Average Age: 38 Years. Range: 21 years to 45 years.

Average Time in Agency: 10 Years. Range: 2 years to 23 years.

Note: Ten students are from NPIC and 16 are from the Office of

Communications

## 3. Advanced Management (Planning)

Registration for the AM(P) closed	on Friday, 28 May, with
an enrollment of 33 students. (As of this da	te, 8 students have been
cancelled. Should the enrollment dip below	24 students, as a result
of further cancellations, we must consider ca	ancelling the course). Pre-
work materials were sent to registrants this	week. Invitations have
been extended to guest speakers	Deputy Director,
O/PPB, and, Chief, Missions	and Programs Staff, CS.

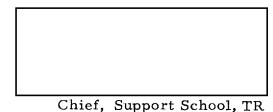
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#### 4. MEDC

The schedule for Phase II of MEDC #29 has been completed and printed, and will be distributed to the speakers in a few days. Phase II will take place during the period 21 June thru 6 July.

We consider ourselves fortunate to have confirmed the following senior speakers:

> Col. White, Executive Director-Comptroller The Deputy Director for Plans The Deputy Director for Science and Technology The Deputy Director for Intelligence The Assistant Deputy Director for Support



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